MANAGER OF OLDER ADULT SERVICES
JOB DESCRIPTION

SCOPE OF WORK
The Older Adult Services Program at the LGBTQ Center in Long Beach is seeking a part-time facilitator for monthly “Encore Men” group meetings. “Encore Men” is a group for gay, bisexual, trans, and non-binary people who self-identify as older adults or seniors. The Older Adult Services Program provides social and supportive services to LGBTQ+ Older Adults and their communities. The Program provides a robust social and activities calendar monthly, provides holistic case management services from a person centered and anti-ageist approach, and advocates on behalf of LGBTQ+ Elders through competency training, networking, and outreach.

The “Encore Men” drop-in group was created by gay and bisexual men to provide a safe, affirming, and inclusive space for gay, bisexual, trans, and non-binary people who self-identify as older adults or seniors. As a drop-in group, everyone is welcome, and participation is at your own pace. This group provides community and a safe space for everyone. The facilitator should have excellent group facilitation and listening skill, as well as excellent administrative and organizational skills. The group is currently meeting online but may start meeting in person soon.

To apply, send resume and cover letter to Valentina D’Alessandro, Older Adult Services Program Manager at vdalessandro@centerlb.org.

I: FUNCTIONAL RESPONSIBILITIES
- Facilitate monthly “Encore Men” meeting.
- Prepare ice-breaker question and discussion topic for each meeting.
- Send out outreach and reminder emails to group of participants.

II: QUALIFICATIONS
- Graduate degree from an accredited institution of higher learning in Psychology (AMFT, LMFT) or Social Work (MSW, ASW, LCSW).
- At least two (2) years of clinical experience, including group facilitation.
- Demonstrated knowledge of trauma-informed practices for LGBTQ+ Older Adults
- Ability for work one Saturday per month from 10am to 12pm. Meetings may be in person or virtual based on the group’s needs.
- Ability to pass FBI background check
- Ability to obtain liability insurance

III: COMPENSATION
This is a position as independent contractor. Facilitator will work for two (2) hours each 2nd Saturday of the month from 10am to 12pm. The hourly rate is $50-$75.
IV: AFFIRMATIVE ACTION STATEMENT

The LGBTQ Center Long Beach (The Center) is an Affirmative Action/Equal Opportunity Employer and does not discriminate, exclude, or otherwise deny employment opportunities to any qualified candidate based on age, ancestry, color, disability/handicap, gender, gender identity/expression, national origin, place of birth, race, religion, sex, sexual orientation, and/or any other characteristic(s) protected under local, state, or federal laws in any of its hiring practices and activities. All employment decisions shall be made without regard to any of these characteristics.

V: EMPLOYEE ACCEPTANCE & ACKNOWLEDGMENT

I certify and acknowledge that I have carefully read/review this job description. I further acknowledge that I understand its content.

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Print name                                Signature                               Date